

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA**

***HR Handbook Update No. 2011 – 0001***

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Update to “Layoff Issues” Section of the HR Handbook**

**Issue Date: February 7, 2011**

This is to advise that the “Layoff Issues” section of the HR Handbook has been updated with the following changes:

- **Revised – *Job Aid: Procedures for Using a Department Preferred List***

**REASON FOR THE CHANGE:** This document was updated to provide information to agencies regarding the recommendation for a “reasonable” response time to a job offer from an employee on the Department Preferred Reemployment List (DPRL). Agencies have discretion in determining what is considered a “reasonable” response time based on their own priorities, i.e., urgent need, etc. but could adopt the similar requirement used for posting vacancy announcements, 7-14 days. It is also recommend that agency requirements for responses to job offers are communicated to employees at layoff. Changes can be found on Page 7 of the document.

If you have any questions, please contact your Program Assistance Consultant at (225) 342-8274.

Sincerely,

Shannon S. Templet  
Director